

# **Burrillville Extended Care (BEC)**

## **Board of Directors**

### **Minutes**

**March 5, 2007**

#### **1.) Called to Order and Attendance/Review Agenda:**

**Meeting called to order by Amy Shangraw-Ricci-Chair at  
6:36 p.m.**

**Members Present-Amy Shangraw-Ricci, David Brunetti, and Juliette Lopez-Recinos.**

**Members Absent- Dr. David Van Dyke and Mary Karmozyn, School Committee Liaison.**

**Members Excused- Wally Lees, Town Council Liaison**

**Others Present: Parks & Recreation Director Cheri Hall and BEC Site Coordinators/Directors Kelly Cournoyer and Lisa Nault.**

#### **2.) Acceptance of the Minutes from December 4, 2006:**

**Motion to accept the minutes as submitted was made by Juliette Lopez-Recinos and seconded by David Brunetti. Motion passed.**

#### **3.) Correspondence:**

**None**

#### **4.) Good and Welfare:**

**Cheri Hall reported that the Easter Egg Hunt is March 31, 2007 at 11:30 a.m. at the Branch River Park with BEC being the sponsor of the community event. The BEC Board of Directors was invited to come and help.**

## **5.) Old Business:**

### **Election of Officers-**

**The current slate is Amy-Ricci Shangraw, Chair; Juliette Lopez-Recinos, Vice-Chair; and Carol Conway, Secretary.**

**A motion to accept existing slate was made by David Brunetti and seconded by Juliette Lopez-Recinos. Motion passed.**

### **Board Vacancy-**

**The BEC Board of Directors application for Newt Stevens was received and filed at the last Town Council meeting. At the following Town Council meeting it was referred to the subcommittee for an interview following the BEC Board's recommendation.**

### **Revised 2007/2008 budget-**

**Budget Summary-The Director reported that when a meeting was held with the Budget Board, there were members who did not understand**

how BEC operates and the Finance Director did not agree with some of the procedures. The Director, Amy Shangraw-Ricci, Wally Lees-Town Council Liaison, Mark Adams-Treasurer's Office, and John Mainville-Finance Director met in a forum where staff clothing was questioned. The Director explained why the staff clothing is necessary for safety and professional reasons. The next issue was field trips and the BEC checking account. The Director explained the necessity of the checking account for field trips and BJ's purchases since they do not allow purchase orders. Finance Director John Mainville suggested all necessary checks be obtained as needed at the Treasurer's office. The Director will suggest that a balance of \$5,000 remain in the account until it needs to be replenished. The remaining payments could be done through the regular procedures. The Director would recommend that the checkbook be locked in the Director's office.

A motion for BEC to keep a petty cash checking account to be held at the Director's Office in the amount of \$5,000 for field trips, snacks and emergency was presented by Amy Shangraw-Ricci and seconded by David Brunetti. Motion passed.

Any remaining funds currently in the BEC checking account would be transferred to a separate interest bearing, non-penalty savings account.

Staff Appreciation-part time- Historically a summer end party is held

to show appreciation of the part time employees. The Director responded to all questions with the Town Manager stating that any year end bonuses be listed as part of their wages since they are not part of the incentive plan for the three full-time employees and in contingency the amount of \$1,500 should be listed for the year-end party and the \$1,000 be noted for licenses. By state law it is required that there be 26 hours of training per year for the employees. This training is held after BEC closes at 6 p.m. The Finance Director questioned the purchase of Christmas cards and stated that other department heads purchase their own. The Director explained that these cards are purchased because the BEC program and Parks & Recreation rely on donations and these cards were utilized to say “thank you”. The Finance Director questioned the line item of \$12,000 for snacks which the Director explained. The Director stated that the total wages reads as \$260,000 but should read \$311,000 including benefits. The phone line item is \$4,000 due to the site phones and three cell phones necessary for the safety of the children. The Director reviewed the booklet that was given to the Budget Board. The Director has requested to go back to the Budget Board to review these items further.

A motion to accept the budget proposal as illustrated in the budget overview by Amy Shangraw-Ricci. Seconded by Juliette Lopez-Recinos. Motion passed.

**Expenditure Process-Communication from Mike Wood-**

**The Director reported this issue has already been addressed at a prior meeting and resolved.**

**Presentation at URI Alton Jones-**

**A picture was shared from the training held at URI Alton Jones campus including the BEC Site Directors and the Director. The new laptop was utilized for the power point presentation.**

**Trash Receptacles-**

**This expenditure has been resolved due to the Department of Public Works receiving a grant to purchase the trash receptacles.**

**6.) New Business:**

**Volleyball poles/nets-Callahan-**

**The Director requested approval for the purchase of volleyball poles/nets to be placed in the new Callahan gym for a volleyball program to be established in the near future.**

**A motion to approve the purchase volleyball poles/nets for the Callahan School up to the amount of \$3,000. Seconded by Juliette Lopez-Recinos. Motion passed.**

**Press Story – Joe Fitzgerald – Call, Neighbors, Valley Breeze-**

**In celebration of BEC's ten year anniversary, an open house has been scheduled for April 14, 2007 at the Steere Farm site including an**

invitation to the Town Council. A power point presentation by the middle school Jr. Police Academy students will also take place thanking the Town Council for their continued support on April 11, 2007. Joe Fitzgerald of the Woonsocket Call has been contacted to see if he would do a story about these events. Invitations will be mailed out.

#### **Family Fair Sponsor-**

The Director stated that BEC is a sponsor of this year's Family Fair held on May 12, 2007 and is listed on the back of the Family Fair shirts.

#### **Update on Programs from Site/Coordinators/Directors-**

The only payments outstanding total \$3,000 and will be written off due to all collection efforts being exhausted. All active parents are up to date.

#### **Updated Financials-**

Updated financials were shared with the board to show that all payments including wages and benefits have been reimbursed to the town. The net income will go back into the enterprise account with an approximate average balance to be maintained at \$100,000. David Brunetti questioned at what point fees could be reduced. Juliette Lopez-Recinos suggested that the money should build so that a possible separate building could be purchased for the program. Amy Shangraw-Ricci stated that the long term goal should be BEC having

its own facility and an account could be established for a building fund. Discussion regarding an income based reduced rate fee structure to be offered in the future. The establishment of guidelines will be discussed at the next meeting. Kelly Cournoyer mentioned a single father who is having financial difficulties who could utilize some type of assistance. Dave Brunetti reiterated that the program's purpose was to offer daycare in such circumstances.

A motion by Amy Shangraw-Ricci to allow Site Coordinators Lisa Nault and Kelly Cournoyer to negotiate with said mentioned parent a prorated fee approved by the Director. A second motion by Amy Shangraw-Ricci to allow for this case now with guidelines to be made at the next BEC meeting. Juliette Lopez-Recinos stated Northwest Health Center could be contacted since they already have such guidelines as an example. Kelly Cournoyer reviewed the details of the said situation with a suggestion to offer a reduced rate of \$80 per week. Seconded by Juliette Lopez-Recinos. Motion passed.

### **Summer Program-**

Kelly Cournoyer reported that registration forms were sent out on March 1, 2007 including the implementation of the \$15 registration fee for the first child, \$7.50 for each additional child registering for the summer program.

The Director has requested a quote for renovations of the Steere Farm Site kitchen. The Steere Farm Elementary Principal and School

**Superintendent will be contacted to assure that the school department is not going to take the Steere Farm space away from BEC before any renovations are to be done.**

**A motion by Juliette Lopez-Recinos for the establishment of a building investment account. Seconded by David Brunetti. Motion passed.**

**7.) Adjournment:**

**A motion was made by Juliette Lopez-Recinos to adjourn at 8:15 p.m. Seconded by David Brunetti. Motion passed.**

**Next Meeting- Monday, June 4, 2007 at 6:30 p.m., Burrillville Parks & Recreation Offices, 92 North Main Street, Pascoag, RI.**

**Recorded by**

**Carol L. Conway**

**Administrative Aide**

**Burrillville Parks & Recreation Department**